



**MINUTES**  
**Town of Atherton**  
**CITY COUNCIL / PARK AND**  
**RECREATION COMMISSION**

**March 2, 2004**

**7:00 P.M.**

**Pavilion**

**Holbrook-Palmer Park, 150 Watkins Avenue**  
**Atherton, California**

**Special Joint Meeting**

**Mayor McKeithen called the meeting to order at 7:00 p.m.**

- 1. PLEDGE OF ALLEGIANCE**
- 2. ROLL CALL**

**PRESENT:** City Council – James R. Janz (arrived at 7:10 p.m.), Charles E. Marsala, Alan B. Carlson, William R. Conwell, Kathy McKeithen

**Park and Recreation Commission – Mike McPherson, Catherine Westover, Etta Mae Bauer, Jim Massey**

**ABSENT:** Park and Recreation Commissioners Carlson, Davey, Tonelli

**City Manager Jim Robinson and City Attorney Marc Hynes were present.**

**3. PUBLIC COMMENTS**

- Marguerette Paponis asked the Council and Commission to consider several items on behalf of the Atherton Arts Committee regarding any proposed improvements to the Pavilion or Main House. She noted the Arts Committee's need for a classroom/gallery for adult evening classes and the Committee's desire for additional storage in the Pavilion and Main House.**
- Council Member Marsala announced a community meeting at Selby Lane School on March 11 at 6:30 p.m., to address Selby Lane School issues.**

**REGULAR AGENDA**

**4. Strategic Park and Recreation Plan Update / General Review of Park Activities**

**Park and Recreation Commission Chair Mike McPherson presented this item, and gave an overview of the Strategic Park and Recreation Plan. The Plan's vision statement refers to community activities, valuable open space, and the recreational assets of the Town. In considering all items that come before them, the Commission continues to endeavor to make decisions in keeping with the Plan's vision statement. Chair McPherson described the activities the Commission has undertaken in the last year to meet the goals and objectives as stated in the Strategic Plan.**

**Council Member Conwell asked for a clarification of "community" as referred to in the Strategic Plan. Mayor McKeithen stated the Park and Recreation Commission may want to explore that subject along with considering a request that she received from a resident regarding a need for more "free" events at the Park.**

**5. Consideration of Proposed Holbrook-Palmer Park Landscape Master Plan**

**Park and Recreation Chair McPherson introduced Town resident Denise Kupperman who presented a mission statement for a Landscape Master Plan that she and Joan Dolan are developing for Holbrook-Palmer Park. Work on the Plan is proposed to be performed on a pro-bono basis. An outline of the process for implementing the Landscape Master Plan was provided and included establishing a working group of representatives from various community organizations.**

**Ms. Kupperman announced that as part of the process, a community design workshop will be held, and is tentatively scheduled for May 1, 2004. A draft plan will be developed utilizing ideas from the design workshop and it is anticipated that the draft will be presented to the Park and Recreation Commission in the fall of 2004.**

**Ms. Kupperman proposed that certain areas of the Park should be considered in order to address how conditions at the Park meet the needs of users. The areas may include clarification of edges and entrances, visual enhancement of the Corporation Yard, and the conformity of items such as trash receptacles.**

**Landscaping of the City Manager's home would be considered in the Plan as well.**

**Council Member Marsala suggested that in developing the Landscape Master Plan, the way the landscape of Holbrook-Palmer Park interacts with park activities should also be considered.**



Mayor McKeithen stated that when this item came before the Council, the Council had asked that a private funding plan be developed to address the necessary improvements to the courts. It was noted that funding for the improvements are in the current budget but that the Council has not authorized expenditure of the funds.

The Council agreed that the improvements are needed and suggested that in light of the current financial situation of the Town, it would be appropriate for local community groups to consider fundraising efforts to fund the project. The possibility of the Council considering funding the improvements upfront on the condition that a fundraising plan with commitments behind it is brought forth was discussed as well.

Bill Awbrey spoke from the audience.

**8. Discussion / Possible Action - Park Maintenance Contract / Supervision**

City Manager Jim Robinson stated that during public comments at the last Council meeting, a request for the Town to consider the need for a horticulturist to oversee park maintenance was brought up. He gave an overview of actions taken related to park maintenance subsequent to the retirement of the former Park Maintenance Supervisor. After recommendations by the Public Works Department and the Park and Recreation Commission, the City Council, in January 2004, entered into a contract with Jensen Landscaping to perform selected park maintenance activities.

The City Manager stated that the amount of supervision required by the individual to perform the park maintenance has been evaluated and staff has determined that the position of Park Maintenance Supervisor should be filled. In light of budget considerations, an in-house promotion has been considered by staff, with the proposal that the resulting opening created by the promotion not be filled.

Discussion was held regarding the Park Maintenance Supervisor position. The City Manager suggested that this issue could be deferred until budget talks and the Town could utilize existing staff for now to supervise park maintenance.

**MOTION – to defer action on filling the Park Maintenance Supervisor position until the Fiscal Year 2004-05 budget is considered.**

M/S Carlson/Conwell

**Ayes: 5 Noes: 0 Abstain: 0 Absent: 0**

Denise Kupperman spoke, noting that she wished to clarify her comments from the last Council meeting regarding the Park Maintenance Supervisor position. She expressed her concern that the person filling the position need not be purely

a horticulturist but that the Town would benefit from a person with some horticulture background and management experience. She offered to provide job descriptions from other cities to the City Manager.

9. ADJOURN - The meeting adjourned at 9:45 p.m.

Respectfully submitted,

*s/Sharon Barker*

Sharon Barker, City Clerk